

**Washington Department of Fish and Wildlife**  
**Procurement Protest Procedure**  
**March 2013**

Procurement Protest Procedure

RCW 39.26.170 requires WDFW to have a clear and transparent complaint process that allows bidders to submit protests after the announcement of the apparent successful bidder (ASB).

The purpose of this process is to allow WDFW to correct evaluation process errors and problems before a contract is executed. After the announcement of the ASB, the WDFW solicitation point of contact must offer a debriefing conference to any bidder upon request. Bidders must request a debriefing conference within three (3) business days after the ASB is announced. In order to submit a protest for a solicitation:

- The bidder must have submitted a response for that solicitation;
- The bidder must have participated in a debriefing conference for that solicitation;
- The protest must be received by the WDFW solicitation point of contact by e-mail or letter within (5) business days after the bidder's debriefing conference; and
- The protest must be in writing and clearly articulate the basis for the protest.

Bidders may submit a protest on the following issues for a solicitation:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the scores; or
- Non-compliance with procedures described in the procurement document or agency protest process.

The WDFW Chief Financial Officer is responsible for investigating and responding to the protest in writing within 10 business days from receipt of the protest, unless additional time is needed. If additional time is needed the WDFW Chief Financial Officer will notify the protesting bidder within 10 business days from receipt of the protest. The WDFW Chief Financial Officer's decision regarding a protest is final.

Please contact the WDFW Contracts and Purchasing Manager at (360) 902-2230 for more information.